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EYES ONLY

CAREER SERVICE PANEL  
OFFICE OF RESEARCH AND DEVELOPMENT  
11 March 1974

Attendees:

25X1A9a

Chairman

C/TCR/ORD

C/PMS/ORD

25X1A9a

AC/DPR/ORD

C/LSR/ORD

C/OT/ORD

25X1A9a

, Executive Secretary  
Recording Secretary

Absentees:

25X1A9a

(Attending Senior Seminar)

1. The meeting was called to order at 1010 hours by the Chairman.

2. There were no changes made in the Agenda for 11 March 1974.

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3. [REDACTED] moved to approve the minutes for 6 February 1974 as written. [REDACTED] seconded the motion. The Panel concurred. Motion carried.

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4. [REDACTED] stated that at the last meeting of the CSP on 6 February 1974, he had not made a ruling on the result of a vote on the motion contained in Item 24 (Promotion Recommendation for [REDACTED]). [REDACTED] stated that on further consideration he now rules that the motion carries. This decision was made in accordance with [REDACTED] Rules of Order.

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5. [REDACTED] also informed the Panel that he had discussed the promotion recommendation for [REDACTED] with the D/ORD. The recommendation would be reviewed again at the next competitive evaluation of GS-14s.

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6. [REDACTED] submitted his report to the Panel.  
(Copy attached)

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7. [REDACTED] replied to questions from the CSP members  
25X1A9a on [REDACTED]. He stated that [REDACTED] is on detail  
to ORD from OWI. [REDACTED] stated that [REDACTED] will  
be working with [REDACTED] DPR/ORD in Signal Processing.

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8. The report from the Chairman was as follows:

25X1A9a a. A Quality Step Increase recommendation for  
[REDACTED] from GS-11, step 6 to GS-11, step 7  
has been approved by the D/ORD and sent forward for  
DD/S&T approval.

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25X1A9a b. The Chairman and [REDACTED] had both  
attended meetings on the status of the Agency's  
Equal Employment Opportunity Program. He stated  
that [REDACTED] former OSI Executive Officer is  
now on the staff of the IG and is the Agency's  
25X1A9a EEO Director. [REDACTED] asked the Panel members to  
read HN-20-615, dated 4 March 1974. [REDACTED] 25X1A9a  
stated that Mr. Colby feels quite strongly about  
this program. He also pointed out that the following  
will be factored into a supervisor's annual fitness  
report:

"Rating officials will evaluate supervisors  
annually on their performance in equal  
opportunity areas such as identification  
of personnel with potential for advancement,  
especially members of minority groups and  
women, maximize utilization of personnel,  
and participation in upward mobility  
programs."

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c. [REDACTED] told the CSP members that if they  
recognize a secretary who is well qualified to accept  
greater responsibility but has reached the ceiling in  
the secretarial ranks, they should come forward with  
suggested career opportunities and the development  
program that will qualify these people for advancement.

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d. [REDACTED] also quoted from HN 20-615 as  
follows:

".....an important part of the DCI's EEO  
policy is that the top level managers of  
the Central Intelligence Agency believe in  
the principle of equal and fair employment  
opportunity for all employees irrespective  
of race, color, religion, sex, or national

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8. (Cont'd)

d. (Cont'd)

origin, and are determined that the Agency will practice equal and fair employment opportunity."

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e. [REDACTED] stated that the Special Panel did not meet this month so there was no report from it.

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9. [REDACTED] mentioned that he felt the Skills Bank, Office of Personnel is lacking in failing to supply suitable files for review. He stated that he has yet to see an applicant file come through on a woman scientist when there are probably well qualified candidates available for employment.

10. Some of the Panel members mentioned that age had been eliminated from the Agency's EEO policy. [REDACTED] stated that the Agency policy for the senior employee is contrary to the policy for a national employee. 25X1A9a

11. The Panel concurred in the following competitive evaluation and ranking of GS-12's:

	<u>Name</u>	<u>Ranking</u>
25X1A9a	[REDACTED]	1
	[REDACTED]	2

Was not ranked because he has been with ORD only six months. 25X1A9a

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12. Discussion followed on the promotability of [REDACTED]. It was the decision of the Panel to postpone any decision on promotion of [REDACTED] pending attendance of [REDACTED] AC/CDAM at the CSP meeting. [REDACTED] supervisor. 25X1A9a  
25X1A9a

13. Discussion on minimum time in grade criteria followed. It was noted that in the case of GS-12's, ORD has been using a minimum time in grade of 18 months and a maximum time in grade of 30 months. The Chairman compared these figures to DD/S&T Minimum Time in Grade Promotion Criteria sent to the D/ORD on 5 March 1974 from C/AS/DD/S&T with instructions that this criteria should not be published for general information of all employees. In the case of GS-12's, the Chairman noted that the DD/S&T minimum time in grade for consideration for promotion to the next grade level is 24 months. The Chairman noted that [REDACTED] last promotion was in August 1972.

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14. It was the decision of the Chairman that the DD/S&T Minimum Time in Grade Promotion Criteria be made available to the CSP members and included in their CSP Handbooks. He instructed [REDACTED] to do this. 25X1A9a

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15. [REDACTED] moved to recommend approval to the D/ORD of the Quality Step Increase recommendation for [REDACTED] from GS-06, step 6 to GS-06, step 7. [REDACTED] seconded the motion. The Panel concurred unanimously. Motion carried.

16. It was the decision of the Chairman that the Quality Step Increase Policy and Procedures would remain as is with the understanding that the paperwork on QSI recommendations for secretarial and clerical personnel will be submitted to the Special Panel prior to the CSP meeting considering QSI recommendations.

17. Paragraph 6, Quality Step Increase Policy and Procedures was changed to read:

A QSI award ceremony will be held at which time an employee will receive a copy of the "citation" which describes the basis for the award.

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18. [REDACTED] stated that due to a misunderstanding on the presentation of QSI paperwork, he would like to solicit a waiver from the CSP to nominate [REDACTED] GS-07, Secretary Steno, OT/ORD for a Quality Step Increase. The Chairman granted [REDACTED] the waiver. 25X1A9a

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19. [REDACTED] moved to recommend approval to the D/ORD of the Quality Step Increase recommendation for [REDACTED] from GS-07, step 9 to GS-07, step 10, and to solicit the Panel's authorization to prepare the documentation as cited in paragraph 2, Quality Step Increase Policy and Procedures, and send the recommendation to the D/ORD. The Panel concurred. 25X1A9a

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20. [REDACTED] opposed the motion in Item 19, but he felt [REDACTED] was highly qualified and capable; however, he did not see that level of performance in relationships external to the Division. 25X1A9a

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21. [REDACTED] stated he would have a completed draft of the CSP semiannual report for the next meeting. There were several items he wished to discuss with the DD/ORD.

22. Competitive Evaluation for GS-13's will be held in April. The paperwork will be sent to the CSP members.


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23. The next meeting of the CSP will be on  
1 April 1974.

24. Meeting adjourned at 1115 hours.

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25 March 1974  
Date

  
Executive Secretary, CSP  
Office of Research and Development

APPROVED:

25X1A9a

  
Chairman, Career Service Panel/ORD

25 Mar '74  
Date

Draft completed:  
12 March 1974  
Final completed:  
25 March 1974

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